



**Carroll ISD
Transportation Department
1075 South Kimball Avenue
Southlake, TX 76092
Phone 817-949-8333
Fax 817-949-8338**

BUS SAFETY HANDBOOK

for
Parents, Guardians, and Students

2006-2007

(Approved August 21, 2006)

INTRODUCTION

Carroll ISD is pleased to offer bus transportation to all students who wish to participate. We believe that our service is second to none and can provide parents and guardians with a safe and efficient conduit from home to school and back again. **Please read the information contained in this booklet and acknowledge its receipt by completing and returning the last page to the bus driver who picks up your child.** We are asking that you support our school personnel in developing proper behavior patterns for students who ride the bus.

In order to provide for the safe and prompt movement of bus students, the school district has adopted standard regulations, guidelines and procedures. While consequences may be applied for violations of these rules, our overall goal is to provide for the safety of everyone who rides a bus at any time. You will find those procedures outlined for your information and your child's guidance on the pages that follow.

If you need information concerning bus routes or any further clarifications on student bus behavior, please call the Transportation Center at 817-949-8333.

Additional information on Transportation Services may be obtained on the Carroll ISD web site at www.southlakecarroll.edu.

Thank You,
Steve Bond
Director of Transportation Services

GENERAL TRANSPORTATION GUIDELINES

Because a school bus is considered an extension of the classroom, bus drivers possess the same authority as a teacher in dealing with student management. The rules and regulations of the school district shall be

applied to both locations in the same manner. Additionally, students who ride buses will be expected to abide by the following regulations and guidelines.

1. Students must board and leave the bus at their **designated stops only** and must ride an assigned bus based on their legal address.
2. If a student misses the bus, it is the responsibility of the parent to provide transportation to or from school. We recommend the parent/guardian instruct the student on a pre-planned procedure to follow in this situation.
3. The bus driver's directions shall be obeyed at all times. A student may not be disrespectful or refuse to cooperate with the bus driver.
4. The bus driver is authorized to assign seats.
5. Student use of fictitious names and/or addresses will result in a **five (5) day bus suspension**.
6. For the safety of all bus riders the driver shall exclude certain materials from the bus which may represent a clear and present danger or possible hazard to the occupants. These items may include but are not necessarily limited to the following: weapons, drugs, tobacco products, food, drinks, gum, live animals, glass containers, flammable materials, doll strollers, car seats, skateboards, roller blades, and scooters.
7. We encourage parents to remove all dangling items from clothing and backpacks in order to minimize the danger of items being caught on the bus door.
8. An adult must meet any **kindergarten student at the designated bus stop on a daily basis**. For greater student safety we encourage parents to meet all of their children at the bus stop.
9. Permission to ride another bus or to use another bus stop must be approved in writing by a campus administrator. A bus driver cannot accept a note from a parent without an administrator's signature. In addition, Transportation Services must confirm that space is available on the bus. **(Parents/Guardians should submit written requests to the school administration one day prior to the requested change. The school will retain the original of the approved request and provide a copy for the driver. Emergencies will be handled at the discretion of the school administration.)**
10. Permission to ride more than one bus or use more than one bus stop on a regular basis must be made in writing to and approved by the Director of Transportations Services.

SAFETY PROCEDURES WHILE WAITING FOR THE BUS

1. Be at your bus stop five minutes before the scheduled time. The bus driver cannot wait or honk.
2. Stand at least ten (10) steps away from the roadway while waiting for the bus.
3. When the bus approaches, form a single line ten (10) steps clear of the bus.
4. After the bus has stopped and the air brake is set, be prepared to board.

BOARDING THE BUS SAFELY

1. Never walk behind the bus.
2. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for his/her directions.
3. Do not push or shove.
4. Use the handrail at all times.
5. Go to your seat immediately. The bus will not move until all students are seated.
6. For student safety, The bus driver **will not stop the bus to load late students after the passenger door is closed and the bus is moving.**

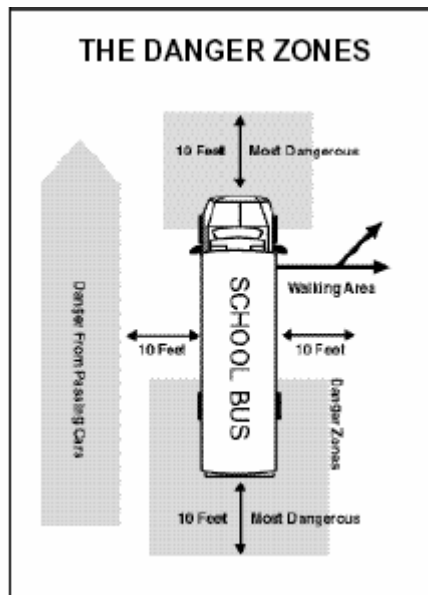
SAFE BUS BEHAVIOR

1. Cooperate with the bus driver at all times.
2. Remain seated and face forward while the bus is moving.
3. Do not change seats while the bus is in route.
4. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
5. Normal conversation is permitted but loud noises may distract the bus driver and create an unsafe condition.
6. Scuffling, fighting, or physical/verbal harassment is **not** permitted.
7. Keep heads and hands inside the bus and feet out of the aisle.

8. Do not throw objects inside or out of the bus.
9. Do not mark, cut, or scratch any part of the bus. These acts are considered vandalism and will be treated accordingly.
10. Use the emergency door and emergency equipment only during supervised evacuation drills or in an actual emergency.
11. Never sit in the driver's seat or attempt to touch the driving controls.
12. As an added safety precaution, it is recommended that students carry all belongings (books, papers, pencils) in a book bag or backpack when boarding, riding or unloading the bus.

GETTING OFF THE BUS SAFELY

1. Stay seated until the bus has completely stopped and the air brake is set.
2. Use the handrail.
3. Wait your turn to leave the bus; pushing and crowding will only slow down exiting students and may cause an accident.
4. Stay clear of the bus after exiting.
5. Never walk behind the bus.
6. Never chase or attempt to hang onto the bus.
7. Never attempt to retrieve a personal article that rolls near or under the bus. Ask the driver for assistance and wait for his/her directions.



CROSSING THE STREET OR HIGHWAY SAFELY

1. All students crossing a roadway shall exit the bus and move to a point **ten (10) giant steps** away from the bus and wait for the driver to signal a safe crossing. Use caution and look both ways.
2. After checking in both directions, walk directly across the road. **CAUTION:** Be alert for vehicles! Motorists do not always stop for a school bus.
3. Cross all streets at intersections and obey all traffic signs and signals when walking home from the bus stop.

Routes have been created to eliminate the student's need to cross a four-lane roadway or divided highway. Violation of this policy is considered extremely dangerous. Bus riding privileges will be suspended for five (5) days for violations.

ACCIDENTS OR EMERGENCIES

When an accident or emergency does occur, it is imperative that:

1. Students follow the driver's instructions as to which door is to be used for evacuation.
2. Students will leave the bus in a single file as quickly and quietly as possible, leaving all belongings on the bus.
3. After evacuating the bus, stay in a group at a safe distance away from the bus (100 feet or more).
4. When using the emergency exit, the student nearest the door will open it, get out and assist the other students.
5. During a back door evacuation drill each student will sit down at the back door then drop to the ground feet first. **Never jump** from the floor of the bus to the ground.

All students riding the bus will participate in an emergency evacuation drill at least once a year.

EXTRA CURRICULAR TRIPS

1. All bus rider rules apply to any school-sponsored events.
2. Discipline shall be the responsibility of the bus driver and the trip sponsor.
3. The trip sponsor shall be responsible for ensuring that the bus is returned clean.

VIDEO MONITORING SYSTEM

District buses may be equipped with video monitoring systems for the purpose of monitoring and promoting safe student bus behavior.

The Carroll Independent School District has the exclusive rights to use the video or reproductions as deemed necessary by authorized school employees.

EXPECTATIONS AND CONSEQUENCES

All students are expected to follow the same standards for conduct on the bus that have been established for the classroom and any other school related activity. At the same time, we encourage parents to emphasize the need for all students to behave in a safe manner at all times when waiting for the bus as well as boarding, riding, and exiting. In addition, all students will be expected to treat every bus rider and their possessions with respect.

Should any bus rider violate these BUS SAFETY RULES, the driver will give a "School Bus Incident Report" to the campus administrator. Upon investigating such incidents the campus administrator will take the appropriate action prescribed under the student code of conduct including the suspension or revocation of transportation privileges.

(Refer to your school handbook for a list of offenses and consequences.)

Please fill out and return the "Bus Rider Contract" to indicate that you have read this material and agree to abide by the rules contained herein.

OFFICE USE ONLY

Verification	Date
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CARROLL ISD BUS RIDER CONTRACT

**I have read the Bus Safety Handbook and agree to abide by the rules.
I understand the bus driver has the same authority as the classroom teacher.**

Student's Name (Please Print Clearly) Age Parent's Name/Signature

Address (Please Print Clearly) Primary Phone # Work #

Cell # Emergency #

School _____ Grade _____

School Bus# _____ Bus Stop _____

PLEASE LIST ANY MEDICAL CONDITIONS/ALLERGIES THAT COULD CAUSE A MEDICAL EMERGENCY
ON THE SCHOOL BUS _____